



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per
AS 36.30.320 and 2 AAC 12.400

PART A – REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not

be distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Newtok Airport Relocation Appraisal Services		Contracting Agency:	
Project Number: CFAPT00310 Federal Number: AIP 3-02-0194-XXX-20XX		State of Alaska DOT&PF - Central Region 4111 Aviation Avenue Anchorage, Alaska 99502	
Project Site (City, Village, etc.) Mertarvik, Alaska			
Agency Contact: Morris Beckwith, Right of Way Agent		Phone: (907) 269-0703	Email: morris.beckwith@alaska.gov
Estimated Amount of Proposed Contract:		<input checked="" type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input type="checkbox"/> State <input type="checkbox"/> FHWA <input checked="" type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 7 pages, dated 9/10/2019. OR: <input type="checkbox"/> are described as follows:			
Note to Proposers: (1) Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.			
(2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.			
Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE:		Begin: October 2019	End: December 2019

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed two (8.5" x 11") pages**. The page limit does not

include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent electronically as indicated on page 2, or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

☐ **A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

☒ **A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

1. Appraisal of Parcel 1	\$ _____
2. Appraisal of Parcel 2	\$ _____
3. Appraisal of Parcel 3	\$ _____
Total	\$ _____

SUBMITTAL DEADLINE AND LOCATION

DATE: **September 26, 2019** PREVAILING TIME: **4:00 PM** EMAIL: **crdotpfcontracts@alaska.gov**

Hand deliver proposal directly to following location, and person, if named; or email to address above:

State of Alaska
Department of Transportation & Public Facilities
Attn: Kathleen Bridenbaugh, PSA Unit Supervisor
4111 Aviation Avenue
Anchorage, Alaska 99502

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may also electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- | | |
|--|--|
| 1) Demonstrated comprehension of required services and proposed strategy for performance. | requirements to conduct an appraisal of Indian Property. |
| 2) Relevant experience and credentials of proposed personnel including any subcontractors. A certified Appraiser licensed in the State of Alaska is required. Provide Alaska license number in proposal. Also address how you meet the BIA | 3) Reasonableness of proposed schedule for performance. |
| | 4) Price Estimate. |

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



Alaska Department of Transportation & Public Facilities

SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Newtok Airport Relocation Appraisal Services
RFP No.: 25202037

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES

☐ are ☒ are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) **AND>>** ☐ Veterans **AND >>** ☐ Employment Program **OR** ☐ Disabled Persons

2 AAC 12.260(d)

AS 36.30.175 if applicable AS 36.30.170(c)

AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

[] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).

[] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.

[N/A] Professional Liability Insurance as follows:

- ☐ As available.
☐ Minimum of \$300,000.
☐ Minimum of \$500,000.

[N/A] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

Signature and Date

Name:
Title:
Offeror (Firm):
Street or PO Box:
City, State, Zip:
Telephone - Voice:
Telephone - Fax:
Email:

Federal Tax Identification No. :

Type of Firm (Check one of the following):

- ☐ Individual ☐ Partnership
☐ Corporation in state of:
☐ Other (specify):

**Former Employee's Certification of Eligibility
Under the Alaska Executive Branch Ethics Act
(AS 39.52.140, AS 39.52.180)**

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [job title] with the [name of state agency and administrative unit]. I propose to work on [describe state contract or other matter] on behalf of [name of current employer]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [contract or matter] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: _____, 20____, at _____, Alaska.

[name of former state employee]

STATE OF ALASKA)
) ss.
_____) JUDICIAL DISTRICT)

On this _____ day of _____, 20__, [name of former state employee], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

Notary Public in and for Alaska
My commission expires: _____

If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.

Proposed Newtok Airport Relocation Appraisal Services

PROPOSED STATEMENT OF SERVICES

The Contracting Agency requires one (1) independent narrative appraisal on three (3) parcels for fee acquisition in support of the Newtok Airport Relocation project that is located in southwest Alaska, south of the village of Mertarvik. The subject properties are Native Allotments. The selected Contractor shall meet the qualifications for Appraisals and Valuations of Indian Property.

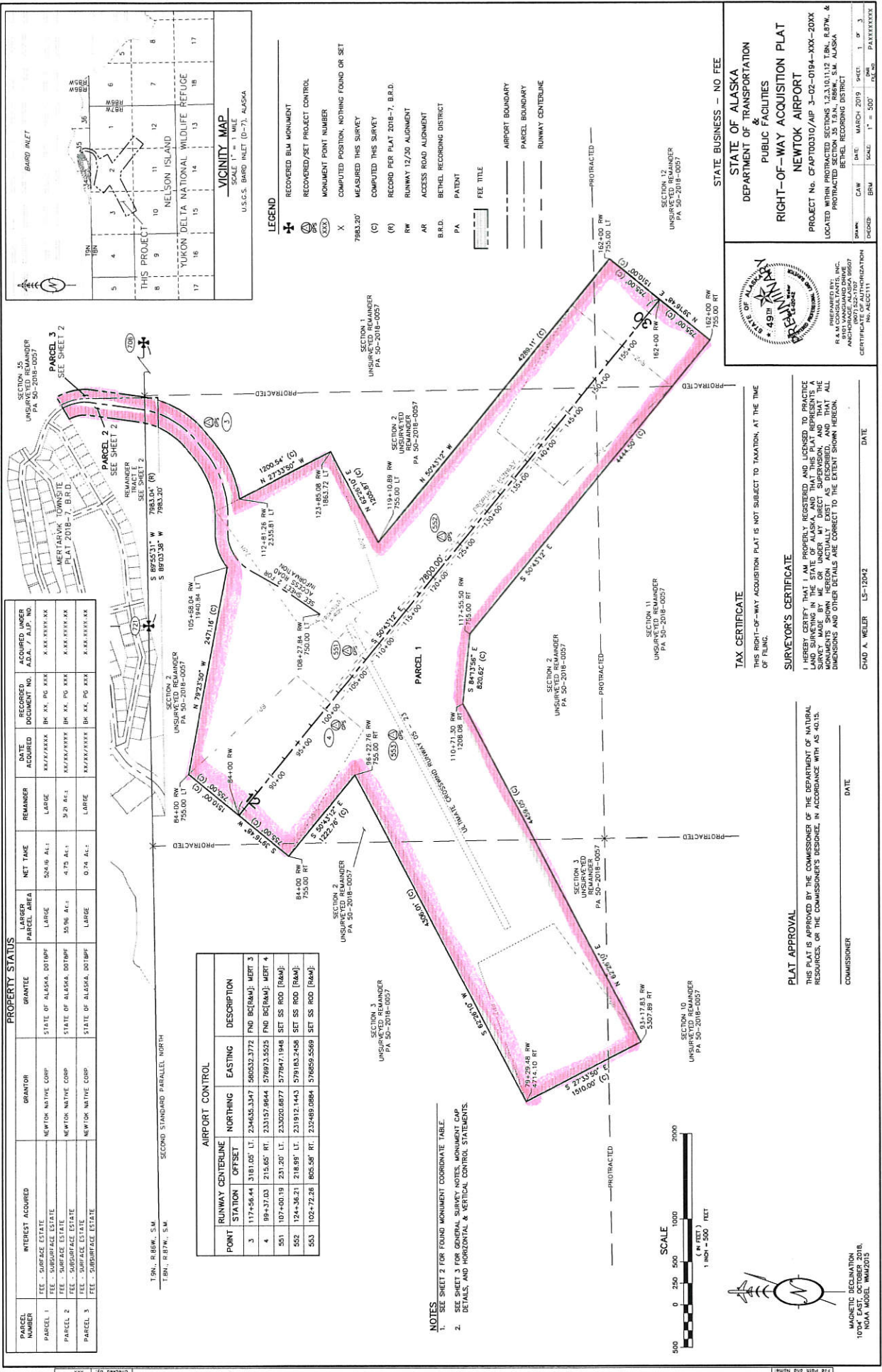
The Contractor shall provide right of way appraisal services in accordance with the Uniform Relocation and Real Property Acquisition Act, as required in 49 CFR Part 24 and the Department's Right of Way Manual and meet the Requirements of the Bureau of Indian Affairs (BIA). The Appraisal shall be delivered electronically, as well as two (2) hard copies, by the deadlines shown below.

The Contracting Agency reserves the right to amend, add or delete parcels from the agreement as necessary.

SCHEDULE:

Deliver the draft appraisals on or before November 29, 2019. Deliver final transmittal files no later than December 16, 2019.

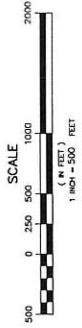
Attachments: Acquisition Plat- Parcels 1, 2 & 3
Patent 50-2018-0057



PROPERTY STATUS				
PARCEL NUMBER	INTEREST ACQUIRED	GRANTOR	GRANTEE	ACQUIRED UNDER A.A. / A.S.P. NO.
PARCEL 1	FEES - SURFACE ESTATE	NEWTON NATIVE CORP.	STATE OF ALASKA, DOT&PF	XXXX-XXXX-XX
PARCEL 2	FEES - SURFACE ESTATE	NEWTON NATIVE CORP.	STATE OF ALASKA, DOT&PF	XXXX-XXXX-XX
PARCEL 3	FEES - SURFACE ESTATE	NEWTON NATIVE CORP.	STATE OF ALASKA, DOT&PF	XXXX-XXXX-XX

AIRPORT CONTROL		
POINT	RUNWAY CENTERLINE	DESCRIPTION
3	117+56.44	3181.05' LT, 2346.55.347' 580532.3772' PNO BC[RAM] MORT 3
4	99+37.03	215.65' RT, 233157.9644' 576973.5525' PNO BC[RAM] MORT 4
551	107+00.19	231.20' LT, 233020.6877' 577947.1948' SET SS ROD [RAM]
552	124+36.21	218.99' LT, 231912.1443' 579163.2458' SET SS ROD [RAM]
553	102+72.26	865.58' RT, 232489.0884' 578569.5569' SET SS ROD [RAM]

- NOTES
- SEE SHEET 2 FOR FOUND MONUMENT COORDINATE TABLE.
 - SEE SHEET 3 FOR GENERAL SURVEY NOTES, MONUMENT CAP DETAILS, AND HORIZONTAL & VERTICAL CONTROL STATEMENTS.



MAGNETIC DECLINATION
10°54' EAST, OCTOBER 2018,
NOAA MODEL W812015



TAX CERTIFICATE

THIS RIGHT-OF-WAY ACQUISITION PLAT IS NOT SUBJECT TO TAXATION, AT THE TIME OF FILING.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA, AND THAT I HAVE CONDUCTED THIS SURVEY IN ACCORDANCE WITH THE ALASKA SURVEYING ACT, AND THAT THE MONUMENTS SHOWN HEREON, ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE EXTENT SHOWN HEREON.

CHAD A. NEUER LS-12042

DATE

PLAT APPROVAL

THIS PLAT IS APPROVED BY THE COMMISSIONER OF THE DEPARTMENT OF NATURAL RESOURCES, OR THE COMMISSIONER'S DESIGNEE, IN ACCORDANCE WITH AS 40.15.

COMMISSIONER

DATE

STATE BUSINESS - NO FEE

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
PUBLIC FACILITIES
RIGHT-OF-WAY ACQUISITION PLAT
NEWTOK AIRPORT

PROJECT No. CPAP700310/PA 3-02-0184-XXX-200X
LOCATED WITHIN PROTRACTED SECTIONS 12, 13, 14, 15, 16, 17, 18, 19, & 20, T18N, R67W, S10E, BEAR RIVER RECORDING DISTRICT

DATE: MARCH 2019
SCALE: 1" = 500'
SHEET: 1 OF 3

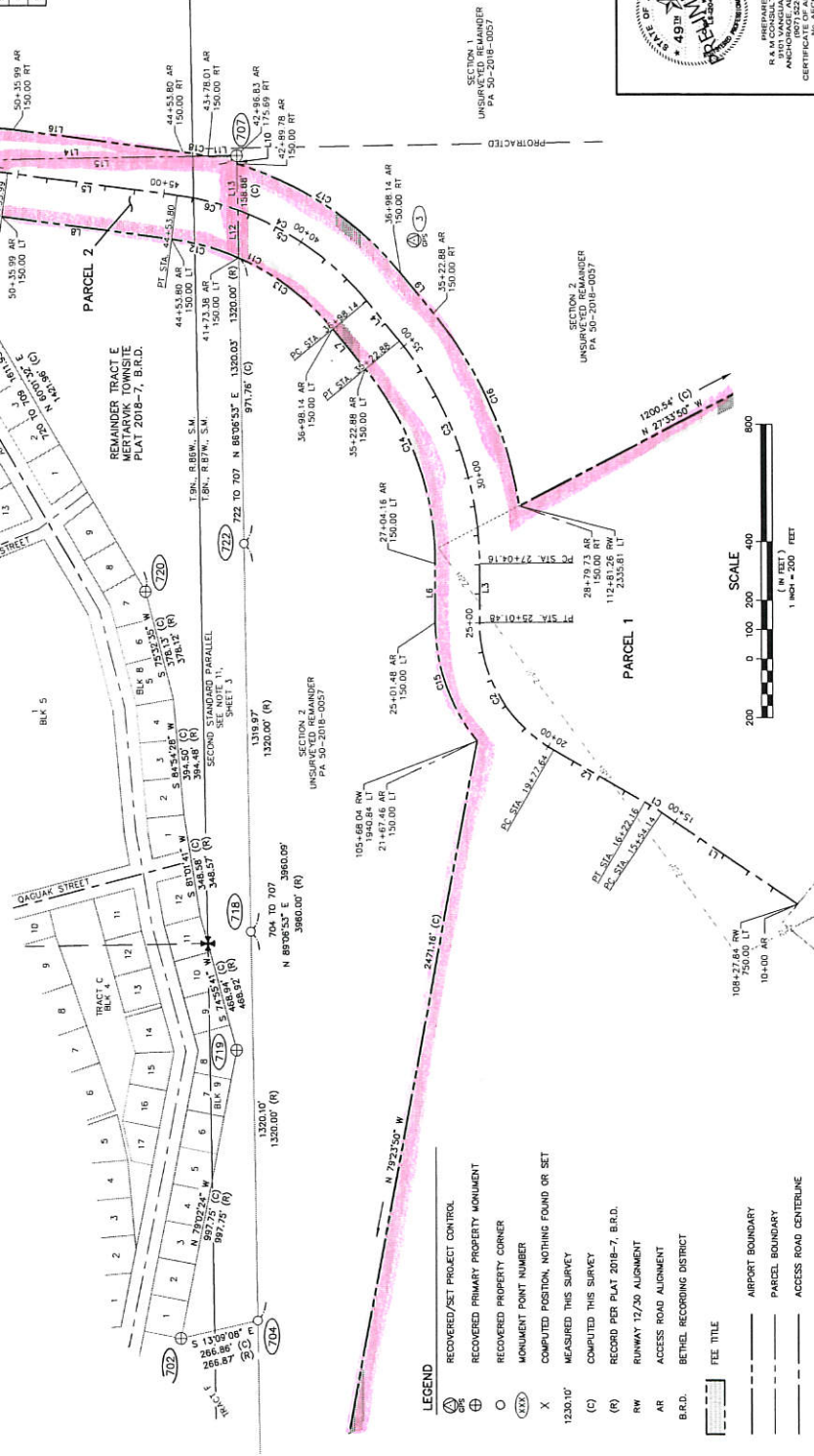
MONUMENTS			DESCRIPTION
702	235435.4788	576801.0351	Fe AM(7839-S) AP THE/L189
703	235160.9887	575918.0918	Fe AM(7839-S) AP T18A
704	235175.9193	576861.7458	Fe PC/NO(7839-S) SW TRE
706	235473.7756	580123.1867	Fe AC(BLM) CC 5118E *T18B R66W & R67W
707	235236.8023	580821.3754	Fe AM(7839-S) SE TRE
708	236082.4758	580807.3336	Fe AM(7839-S) AP TRE
709	236356.8554	580733.1744	Fe AM(7839-S) AP TRE
718	235196.0082	578181.6981	Fe PC/NO(7839-S) WP TRE
719	235245.7811	577760.5844	Fe AM(7839-S) AP L189/TRE
720	235551.4978	579336.8091	Fe AM(7839-S) AP L189/TRE
721	235542.8869	578141.0549	Fe AC(BLM) SC 534E35S *T18B R66W
722	235516.4299	579501.5071	Fe PC/NO(7839-S) WP TRE

NOTES
1. SEE SHEET 3 FOR GENERAL SURVEY NOTES, MONUMENT CAP DETAILS, AND HORIZONTAL & VERTICAL CONTROL STATEMENTS.



CURVE DATA					CHORD BEARING
C#	DELTA	RADIUS	ARC LENGTH	CHORD	
C1	3753.51°	1000.00'	68.01'	500.30'	N 31°51'01" E
C2	6670.137°	500.00'	533.83'	500.30'	N 59°59'03" E
C3	39705.27°	1200.00'	818.72'	602.93'	N 70°27'07" E
C4	4317.46°	1000.00'	737.81'	529.1531'	N 29°15'31" E
C5	31708.02°	1000.00'	542.81'	536.17'	N 35°21'23" E
C6	12°11'44"	1000.00'	212.85'	212.45'	N 13°42'30" E
C7	3803.32°	500.00'	331.98'	325.92'	N 11°24'38" W
C8	3814.17°	500.00'	229.27'	229.27'	S 11°20'31" E
C9	2927.27°	540.00'	277.63'	274.38'	N 15°40'08" W
C10	3756.12°	650.00'	430.38'	422.96'	N 11°21'28" W
C11	4377.46°	860.00'	643.31'	627.14'	S 29°15'31" W
C12	18704.00°	850.00'	238.35'	227.57'	N 15°38'38" E
C13	27134.46°	850.00'	403.96'	400.17'	N 37°17'31" E
C14	39705.27°	1050.00'	718.38'	702.97'	S 70°27'07" W
C15	3816.33°	650.00'	434.28'	426.19'	S 70°15'35" W
C16	3842.29°	1350.00'	723.54'	714.91'	N 66°15'38" E
C17	3753.55°	1150.00'	680.39'	670.51'	N 33°57'26" E
C18	4720.33°	1150.00'	87.16'	87.14'	N 09°46'54" E

LINE DATA		
L#	BEARING	DISTANCE
L1	N 33°52'06" E	554.14'
L2	N 29°48'14" E	305.48'
L3	N 89°59'51" E	202.88'
L4	N 57°24'24" E	175.26'
L5	N 07°38'38" E	582.20'
L6	S 89°59'51" W	202.88'
L7	S 50°24'24" W	175.26'
L8	S 07°28'38" W	582.20'
L9	N 57°24'24" E	175.26'
L10	N 89°59'51" E	202.87'
L11	N 05°56'25" W	97.80'
L12	N 89°59'51" E	162.42'
L13	N 89°59'51" E	185.85'
L14	N 05°56'25" W	757.99'
L15	S 05°56'25" E	855.79'
L16	N 07°38'38" E	582.20'
L17	N 07°38'38" E	110.00'
L18	N 60°01'32" E	150.01'
L19	N 60°01'32" E	40.00'



STATE BUSINESS - NO FEE
STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
&
PUBLIC FACILITIES
RIGHT-OF-WAY ACQUISITION PLAT
NEWTOK AIRPORT
PROJECT No. CFAFD0310/AIP 3-02-0184-XXX-20XX
LOCATED WITHIN PROTRACTED SECTIONS 1,2,3,10,11,12 T18N, R67W, &
PHOTODUPLICATION SECTION 35 T18N, R67W, S.W. ALASKA
BETHEL RECORDING DISTRICT



DATE: MARCH 2019
SHEET: 2 OF 3
SCALE: 1" = 200'
DRAWN BY: JMS
CHECKED BY: JMS
PROJECT: NEWTOK AIRPORT

The United States of America

To all to whom these presents shall come, Greeting:

Patent

AA-85363

This patent is issued by the UNITED STATES, Department of the Interior, Bureau of Land Management, 222 West Seventh Avenue, #13, Anchorage, Alaska 99513-7504, as GRANTOR, to Newtok Native Corporation, P.O. Box 5528, Newtok, Alaska 99559-5528, as GRANTEE, for lands in the Bethel Recording District.

WHEREAS

Newtok Native Corporation

is entitled to a conveyance pursuant to the Alaskan Native Village and the Interior Department Land Exchange Act of November 17, 2003, Pub. L. 108-129, 117 Stat. 1358, of the surface and subsurface estates in the following-described lands, designated as Proposed Village Site on the map entitled Proposed Newtok Exchange, dated September 2002, reference in the Act, which were transferred by Interim Conveyance No. 1876, issued April 28, 2004:

Seward Meridian, Alaska

T. 9 N., R. 85 W.,
Sec. 31.

Containing 15.21 acres, as shown on the plat of survey officially filed on March 10, 2008.

T. 8 N., R. 86 W.,
Secs. 3 to 10, inclusive;
Secs. 17 and 18;

Secs. 20 and 29;
Secs. 31 and 32.

Containing 6,596.57 acres, as shown on the plat of survey officially filed on March 10, 2008, and the plat of dependent resurvey and survey officially filed on June 23, 2009.

T. 9 N., R. 86 W.,
Sec. 32, lots 1 and 2;
Secs. 34, 35, and 36.

Containing 497.40 acres, as shown on the plat of survey officially filed on March 10, 2008.

T. 8 N., R. 87 W.,
Secs. 1, 2, and 3;
Sec. 4, lots 1 and 2;
Secs. 10, 11, and 12;
Secs. 35 and 36.

Containing 5,721.61 acres, as shown on the plat of survey officially filed on March 17, 2008.

Aggregating 12,830.79 acres.

NOW KNOW YE, that there is, therefore, granted by the UNITED STATES OF AMERICA, unto the above-named corporation the surface and subsurface estates in the lands above described; TO HAVE AND TO HOLD the said lands with all the rights, privileges, immunities, and appurtenances, of whatsoever nature, thereunto belonging, unto the said corporation, its successors and assigns, forever.

THE GRANT OF THE ABOVE-DESCRIBED LANDS IS SUBJECT TO:

1. The provisions, conditions and limitations of the Alaskan Native Village and the Interior Department Land Exchange Act of November 17, 2003, 117 Stat. 1358; and

2. Valid existing rights therein, if any.

IN TESTIMONY WHEREOF, the undersigned authorized officer of the Bureau of Land Management, in accordance with the provisions of the Act of June 17, 1948 (62 Stat. 476), has, in the name of the United States, caused these letters to be made Patent, and the Seal of the Bureau to be hereunto affixed.

GIVEN under my hand, in Anchorage, Alaska, the fourteenth day of June in the year of our Lord two thousand and eighteen and of the Independence of the United States the two hundred and forty-second.

/s/ Erika L. Reed

By _____
Erika L. Reed
Deputy State Director
Division of Lands and Cadastral

Return Recorded Document to: